

Board of County Commissioners

Sumter County, Florida

209 North Florida Street, Suite 3 • Bushnell, FL 33513-6146 • Phone (352) 793-0200 • FAX: (352) 793-0207
SunCom: 665-0200 • Website <http://bocc.co.sumter.fl.us>



FISCAL POLICY FOR PREPARATION AND ADMINISTRATION OF THE 2007-2008 BUDGET SUMTER COUNTY, FLORIDA

In compliance with the provisions of Chapter 129.03 Florida Statutes, the Board of Sumter County Commissioners has adopted the following fiscal policy which will be the tool to prepare and evaluate the budget requests for the fiscal year:

Elected Officials and Departments will provide the County Administrator, in her capacity as Budget Officer, any information available that could affect county revenue generated by or collected through the respective department for consideration during the revenue estimating process.

Elected Officials and Departments will provide the Budget Officer with anticipated excess budget funds available at fiscal year end.

In order to maintain efficient and cost effective services to the citizens of Sumter County, all budget requests are to be prepared from the modified zero-based budgeting process justifying the proposed expenditures as well as utilizing the most current information and trend analysis.

Specifically ordered for the Departments of the Board of County Commissioners, they shall make the budget presentations to the Budget Officer for incorporation into her overall budget presentation to the Board of County Commissioners.

Capital requests will be specifically identified in the Capital Improvement element with justification. Multiple year capital needs will be projected and updated annually.

Ongoing programs should be evaluated as to their effectiveness and efficiency. Data must be provided to document the necessity for continuation of programs and staffing.

Documentation for justification of new positions should be thorough and complete. All budget requests should clearly demonstrate the purposes for which monies are being requested.

For planning purposes, Elected Officials and Departments will submit pay increases pursuant to the established pay plan allowing for 1) 3.3% Cost-of-Living Increase aligning with the Social Security CIP increase for 2007; 2) 0.7% increase for employees meeting at minimum a satisfactory performance. **Salary computation may be revised during the budget process pending availability of funding. Final compensation will be determined by availability of revenue.**

Because the effect of pending tax reform is unknown, the Board will give first priority of funding to mandated programs